Start	End	Time	Session	
9:00	9:15	:15	**Welcome & Opening Remarks**	Tanya Fluke KTS Project Lead, Systems Consultant IT OCTE, Division of Technical Schools and Federal Programs Tanya.Fluke@education.ky.gov 502-564-4286 ext. 4205 Sarah Galliher Administrative Consultant OCTE, Division of Technical Schools and Federal Programs Sarah.Galliher@education.ky.gov 502-564-4286 ext. 4235
9:15	9:20	:05	**Browser & System Setup**	• Supported Platforms • Recommended browser settings
9:20	9:35	:15	**Campus Community & Support Information**	• Search the Knowledge Base • Download PDFs • Hand's On Virtual Labs • Videos and Simulations
9:35	9:50	:15	**Navigation in Campus**	• Access Campus & Log In • Campus Windows • Searching in Campus • Process Inbox • Logging out of Campus
9:50	10:00	:10	**Break**	
10:00	10:45	:45	**Census Creation & Staff Entry**	PATH: Census • Adding an individual (staff & home school student only) • Entering demographic & contact info • Creating a new address • Building a household PATH: Census > People > District Employment / District Assignments • Create a staff member • Create/edit a district employment for a staff member • Create/edit a district assignment for a staff member
10:45	11:00	:15	**CIITS Initial Login and Overview**	Nick Gustin Technical Analyst KIDS, Division of Enterprise Data Nick.Gustin@education.ky.gov 502-564-2020
11:00	12:30	1:30	**Lunch**	
12:30	12:50	:20	**Flags and Academic Programs**	PATH: Student Information > General > Flags • Create programs and flags • Assign individual students • End date a program

				• Batch assign students to a program • Batch delete a program • What flags/programs sync from the feeder high school
12:50	1:20	:30	**Behavior Overview**	PATH: Behavior • Basics of Behavior • Behavior Reports
1:20	2:20	1:00	**Ad Hoc Reporting**	PATH: Ad Hoc Reporting • Selection Editor (Create a static list of students • Query Wizard (Basics of query wizard • Share a query with a group • ICU Course offered
2:20	2:30	:10	**Break**	
2:30	3:00	:30	**Portal Processes**	PATH: System Administration > Portal • How will Portal function with KTS Project? • Who will setup Portal preferences? • Who will create student portal accounts? • Generate a report of portal usage
3:00	4:00	1:00	**User Security**	PATH: System Administration > User Security • Create and maintain a user account • Assign a user to a group • View members of a user group

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9:15	9:45	:30	**Grading Calculations** *Recommended for High School Schedulers	PATH: System Administration > Grading and Standards • Understanding grading scales • Understanding score group (CTE Numeric Score Group) • Grading Tasks (CTE Term Grade & CTE Final Grade
9:45	10:45	1:00	**Course Creation & Sync Process** *Recommended for High School Schedulers	PATH: Scheduling > Courses • KTS Project Course Catalog (discuss course master and catalog) • Add a new course from the course master • Add sections to a course • Assign section number, room and period assignment to a section • Assigning a teacher & additional staff members to a section • Add grading tasks (CTE Term Grade & CTE Final Grade) • The importance of Term Mask and Active Mask for the sync • Composite Grading (can be set up by course or at teacher level) • Rosters are updated nightly with the sync from feeder high schools (exceptions) • Reports
10:45	11:00	:15	**KTS Attendance Report Overview** *Recommended for High School Schedulers	PATH: KY State Reporting > Edit Reports > KTS Attendance
11:00	12:30	1:30	**Lunch**	
12:30	2:00	1:30	**Attendance**	PATH: Attendance • Monitor teacher attendance submission • Attendance codes (creation & copy) • Marking several students absent for a period • Marking several students absent for a

					• day
					• Mark one or more students absent for a range of days
					• Mark one or more students absent for multiple periods on range of days
					• Marking a student absent for a partial day.
					• Viewing and editing individual student attendance
					• Attendance Reports
					• KTS Attendance Report
2:00	2:10	:10	**Break**		
2:10	3:10	1:00	**Grade Submission**		PATH: Grading & Standards
					• Grading Window
					• View grades reports
					• Edit grades by grading task and by student
					• Report card templates
					• Generate report card batch
					• Print single report card
3:10	4:00	:50	**Campus Instruction**		PATH: Instruction
					• Training video
					• Submit student attendance
					• Setup preferences
					• Creating and scoring assignments
					• Copying assignments
					• Posting grades